

## **Instructions for Completing CDA 35**

The Title V/SCSEP Budget form (CDA 35) is designed for budgeting expenditures during the contract term. 100% of your Title V/SCSEP funding for the contract period must be budgeted and cannot exceed the Budget Display Allocations. The entered budgeted costs should be rounded to the nearest dollar; do not enter cents.

### **INSTRUCTIONS THAT APPLY TO THE BUDGET DOCUMENT AS A WHOLE:**

- Complete the Header information on Budget Summary - Page 1 (see Budget Summary instructions)
- Complete Budget Summary, Page 1 funding after completing the cost pages 2 – 5
- Yellow highlighted cells contain formulas and are locked
- Totals on each Page and Section will auto calculate
- Local Share Match amounts will include Cash and/or In-Kind funded costs
- Program Income amounts will include donations received as a result of receiving a service
- Indirect Costs for Contractor Admin, Subcontractor Admin and Program are limited to 10% of applicable Contractor and Subcontractor Direct Costs or the federal cognizant agency Approved Indirect Cost Rate

### **FORM COMPLETION – GENERAL**

- Page 1 is the Budget Summary page
  - Section A - Enter funding after completing pages 2 – 5
  - Section B – Will autofill from Section A
  - Section C - Will auto-calculate. (Contractor must ensure compliance with stated limits)
- Page 2 is the Contractor Administration page (Personnel and Operating Costs)
- Page 3 is the Subcontractor Administration page (Personnel and Operating Costs)
- Page 4 is the Program Costs page [Participant Wages and Fringe Benefits (PWFB) and Operating Costs]
- Page 5 is the Property/Equipment page
  - Costs listed on page 5 must be included on pages 1-4

### **CDA CONTRACT REQUIREMENTS**

- Title V/SCSEP federal funded Contractor Admin is limited to 8% of the federal allocation
  - Subcontractor Admin is considered programmatic and is not subject to the 8% limit
- Title V/SCSEP federal funded PWFB must be at least 79% of the federal allocation
- Required One-Stop Shared Infrastructure costs may be budgeted under Contractor Admin, Subcontractor Admin and/or Program/Other

## **BUDGET SUMMARY – PAGE 1**

Header information entered on Budget Summary Page 1 will auto-fill on all other pages as appropriate.

- Budget Period – Enter the term
- Original, Revision or Request for Proposal (RFP) – [x] appropriate entry
- Contract No. - Enter contract number if applicable
- Authorized Slots – Enter # of slots from your latest budget display or RFP allocations (Authorized Slots are determined by the Department of Labor each program year through a process called Equitable Distribution)
- Date – Enter submission date
- After completing the Header Section, enter costs on pages 2 - 5 before entering funding on page 1, Summary Page

## **CONTRACTOR ADMINISTRATION – PAGE 2**

***Complete this page if Contractor retains federal funds for administrative costs.***

### **Section A: Personnel Costs**

- Position Classification - List each position performing administrative functions for the Title V/SCSEP
- Annual Wage Rate - List the annual wage rate for each position noted above
- % of Time Devoted - Enter the percent of time each position will spend performing administrative functions
- Total – Cells will auto-calculate
- **Total Personnel** – Will auto-sum for all positions listed
- Fringe Benefits - Enter the amount of Staff benefit costs for the positions listed
- **Total Personnel Costs** – Will auto-sum by adding Personnel and Fringe Benefits

### **Section B: Operating Costs**

- Travel – (Description is optional) Enter total expenses in Total col (c)
- Property/Equipment (as described) - Enter the Total amount in col (c)
  - You will need to complete Page 5 for amounts entered on this line.
- Supplies - Enter the amount in col (c)
- Consultant – Enter Consultant Name and Service in col (b) and the amount in col (c)  
Consultant costs are limited to \$710 per day without prior approval from the Department of Labor (DOL) Grant Officer
- One-Stop Shared Infrastructure costs – Enter the amount in col (c)
- Other Operating Costs - List miscellaneous operating costs in col (b) and enter amounts in column (c)
- **Total Operating Costs** - Will auto-sum
- Indirect Costs - Enter the amount of Indirect Costs budgeted for Administration in col (c)

- **Total Costs - Administration** – Will auto-sum by adding Total Personnel Costs from Section A, Total Operating Costs from Section B, and Indirect Costs. This number will agree with page 1, Section B, col (e) for Total Administration

### **SUBCONTRACTOR ADMINISTRATION – PAGE 3**

***This page is for Subcontractor Administration only. Do not include any Contractor administrative costs or direct service SCSEP program costs on this page.***

#### **Section A: Personnel Costs**

- **Position Classification** - List each position performing administrative functions for Title V
- **Annual Wage Rate** - List the annual wage rate for each position noted above
- **% of Time Devoted** - Enter percent of time each position spends performing admin functions
- **Total** – Cells will automatically
- **Total Personnel** – Will auto-sum for all positions listed
- **Fringe Benefits** - Enter the amount of Staff benefit costs for the positions listed
- **Total Personnel Costs** – Will auto-sum by adding Personnel and Fringe Benefits

#### **Section B: Operating Costs**

- **Travel** – (Description is optional) Enter total expenses in Total col (c)
- **Property/Equipment** (as described) - Enter the Total amount in col (c)
  - **You will need to complete Page 5 for amounts entered on this line.**
- **Supplies** - Enter the amount in col (c)
- **Consultant** – Enter Consultant Name and Service in col (b). Enter the amount in col (c). Consultant costs are limited to \$710 per day without prior approval from the DOL Grant Officer
- **One-Stop Shared Infrastructure costs** – Enter the amount in col (c)
- **Other Operating Costs** - List miscellaneous operating costs in col (b) and enter amounts in column (c)
- **Total Operating Costs** - Will auto-sum
- **Indirect Costs** - Enter the amount of Indirect Costs budgeted for Subcontractor Administration in column (c)

**Subcontractor Administration Total** – Will auto-sum by adding Total Personnel Costs from Section A, Total Operating Costs from Section B, and Indirect Costs. This number will agree with Page 1, Section B, col (e) for Total Subcontractor Administration.

- Enter Subcontractor Name, Address and Telephone Number at page bottom

**PROGRAM COSTS – PAGE 4: PARTICIPANT WAGES AND FRINGE BENEFITS (PWFB)**

**Section A: Personnel**

- Modified Slots Budgeted - Enter # of Modified Slots. This number can be **estimated** by using the following modification formula:  $\$7.25$  [federal minimum wage] / [prevailing wage in that jurisdiction] X [# CDA Authorized Slots] = CDA Modified Slots in this PSA
- Participant Classification - List participants by classification (Participant or Participant Staff)
- Number of Participants - Provide the number of participants scheduled to work in each classification (must be based on modified slots)
- Average Wage Per Hour - Enter the hourly wage of participants scheduled to work in the classification, averaging any minimum wage increases
- Average Work Week Hours - Enter the average number of hours each participant will be working in this program
- Average Number of Weeks - Enter the average total number of weeks participants will be working in this program
- Total - Will auto-calculate the Total for each classification  
[Calculation: col (a) x col (b) x col (c) x col (d) = col (e)]

**Section B: Fringe Benefits**

- Physical Exams - Enter the number of participants budgeted to receive physicals during the year and enter the total cost in column (e) (All agencies must budget for physicals)
- Federal Insurance Contributions Act (FICA) - Enter fringe benefit amounts for FICA in col (e)
- Workers Compensation - Enter fringe benefit amounts for Workers Compensation in col (e). Workers Compensation must be paid by the Contractor and cannot be paid by the host agency
- Other - List any other required fringe benefits and enter the amount in col (e)
- **Total Fringe Benefits** – Will auto-sum
- **Total Personnel Costs - Program/PWFB** – Will auto-sum by adding Total Fringe Benefits and Total Personnel. This amount will agree with Page 1, Section B, col (e) for Total Program/PWFB

**PROGRAM COSTS – PAGE 4: Section C: Operating Costs**

Enter Staffing Costs and Other Costs for each category where applicable and allowable. These amounts will auto-sum in Total col (e)

- Travel - Enter total expenses in Other col (d)
- Property/Equipment (as described) - Enter Total in Other col (d)
  - You will need to complete Page 5 details for amounts entered on this line
- Supplies - Enter the amount in Other col (d)
- Consultant - Enter Consultant Name and Service in Description col, Enter costs in Other col (d) (Consultant costs are limited to \$710 per day)
- Orientation - Enter Staffing costs in col (c) and applicable Other costs in col (d)
- Supportive Services – Enter Staffing costs in col (c) and applicable Other costs in col (d)
- Job Development – Enter Staffing costs in col (c) and applicable Other costs in col (d)

#### **Page 4: Section C: Operating Costs Continued**

- Assessment - Enter Staffing costs in col (c) and applicable Other costs in col (d)
- Training - Enter Staffing costs in col (c) and applicable Other costs in col (d)
- Supportive Services - Enter Staffing costs in col (c) and applicable Other costs in col (d)
- Job Development - Enter Staffing costs in col (c) and applicable Other costs in col (d)
- Transportation - Enter Staffing costs in col (c) and applicable Other costs in col (d)
- One-Stop Shared Infrastructure costs – Enter the amount in Other col (d)
- Other - List miscellaneous operating costs and enter amount in Other costs col (d)
- Total - Column will auto-sum
- **Total Operating Costs** – will auto-sum
- Indirect Costs - Enter the amount of Indirect Costs budgeted for Program/Other, column (e)
- **Total Operating and Indirect Costs – Program/Other** – Will auto-sum by adding Total Operating Costs, and Indirect Costs in column (e). This amount will agree with Page 1, Section B, column (e) for Total Program/Other

#### **PROPERTY/EQUIPMENT – PAGE 5**

- List all property/equipment to be purchased with a unit cost of \$5,000 or more as well as items specified in Exhibit D, Article VII. Costs listed on page 5 will also be included on pages 1-4  
**NOTE:** *\*All SCSEP Property/Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII. Property must receive prior approval by Department of Labor.*
- Enter Item Description, Contractor Name, Purpose/Justification/Allocation, Unit Price, Quantity, % charged to Title V/SCSEP and Total Title V/SCSEP Cost
- Title V/SCSEP Cost will auto-fill

#### **BUDGET SUMMARY – PAGE 1**

##### **Heading:**

- Insert Budget period
- Select Direct or Subcontracted program
- Select Original, Revision (enter number), or Request for Proposal (RFP)
- Enter Contract No., if applicable
  - The contract number shall consist of the letters TV, the State Fiscal Year (SFY), and the PSA number (e.g., TV 2122-XX)
- Enter Authorized Slots from your latest budget display or RFP allocations
- Enter Date - Budget submission date
- Enter Planning and Service Area (PSA) number, if applicable

**Cost Categories:** The lines in this section list allowable cost categories for reporting budgeted costs for Contractor Admin, Subcontractor Admin, Program PWFB, and Program/Other costs. Enter federal, local (Cash and/or In-Kind), Program Income fund sources used to pay the line-item costs budgeted on pages 2–5.

**Section A:**

**CONTRACTOR ADMIN Columns:** Columns (a) and (b)

- Enter Personnel and Fringe Benefit costs by fund source in columns (a) and (b)
- Total Personnel Costs for columns (a) and (b) will auto-sum. Total Personnel Costs, Federal and Local Share Match added, should agree with page 2, Section A, Total Personnel and Fringe Benefits
- Enter Operating Costs by fund source in columns (a) and (b) for Travel, Property/Equipment (as described), Supplies, Consultant, One-Stop Shared Infrastructure and Other. The sum of the Federal and Local Share Match columns added should agree with Page 2, Section B by line item
- Total Operating Costs in columns (a) and (b) will auto-sum. Total Operating Costs, Federal and Local Share Match added, should agree with page 2, Section B Total Operating Costs.
- Enter Indirect Costs in columns (a) and (b). Total Indirect Costs, Federal and Local Share Match added, should agree with page 2, Section B, Indirect Costs
- Total Costs for columns (a) and (b) will calculate by adding Total Personnel Costs to Total Operating and Indirect Costs. Total Costs, Federal and Local Share Match added, should agree with page 2, Section B, Total Costs – Administration

**SUBCONTRACTOR ADMIN Columns:** Columns (c) and (d)

- Enter Personnel and Fringe Benefit costs by fund source in columns (c) and (d)
- Total Personnel Costs for columns (c) and (d) will auto-sum. Total Personnel Costs, Federal and Local Share Match added, should agree with page 3, Section A Total Personnel and Fringe Benefits
- Enter Operating Costs in columns (c) and (d) for Travel, Property/Equipment (as described), Supplies, Consultant, One-Stop Shared Infrastructure, and Other. The sum of Federal and Local Share Match columns added, should agree with Page 3, Section B by line
- Total Operating Costs for columns (c) and (d) will auto-sum. Total Operating Costs, Federal and Local Share Match added, should agree with page 3, Section B Total Operating Costs
- Enter Indirect Costs for columns (c) and (d). Total Indirect Costs, Federal and Local Share Match added, should agree with page 3, Section B Indirect Costs
- Total Costs for columns (c) and (d) will auto-sum by adding Total Personnel Costs to Total Operating and Indirect Costs. The Total Costs, Federal and Local Share Match added, should agree with page 3, Section B, Subcontractor Administration Total

**PROGRAM/PWFB Columns:** Columns (e) through (h)

- Enter Personnel and Fringe Benefit costs by fund source in columns (e) through (h). Federal, Local Share Match contributions, and Program Income added should agree with page 4, Section A, Personnel, and Section B, Fringe Benefits

**NOTE:** *Currently there are no State funds available for Title V/SCSEP*

**Page 1, Section A continued**

**PROGRAM/PWFB Columns:** Columns (e) through (h)

- Total Personnel Costs for columns (e) through (h) will auto-sum. Total Personnel Costs, Federal and Local Share Match Contributions added, should agree with page 4, Total Personnel Costs-Program/PWFB

**PROGRAM/OTHER Columns:** Columns (e) through (h)

- Enter Operating Costs for Travel, Property/Equipment (as described), Supplies, Consultant, One-Stop Shared Infrastructure, and Other by fund source in columns (e) through (h). Federal, Local Share Match contributions, and Program Income should agree with Page 4, Section C by line
- Total Operating Costs for columns (e) through (h) will auto-sum. The sum of the three columns should agree with page 4, Section C Total Operating Costs
- Enter Indirect Costs for columns (e) through (h). Indirect Costs, Federal and Local Share Match, added should agree with page 4, Section C for Indirect Costs
- Total Costs for columns (e) through (h) will auto-sum by adding Total Personnel Costs for Program/PWFB to Total Operating and Indirect Costs

**TOTAL COSTS Line**

- Will auto-sum
- Total column (m) will auto-sum and should agree with Section B, column (e) Total

**Section B:**

- Will Auto-Calculate
  - Column (a) Federal Total Costs should agree with Section A, Column (i) Federal Total Costs
  - Column (c) Local Share Match should agree with Section A, Column (k) Local Share Match Total Costs
  - Column (d) Program Income should agree with Section A, Column (l) Program Income Total Costs
  - Column (c) Total should agree with Section A Column (m) Total Costs

**Section C:**

- Will Auto-Calculate
  - Verify federal Contractor Administration does not exceed 8% of budgeted federal costs
  - Verify federal PWFB budgeted is a minimum of 79% of budgeted federal costs
  - Verify Local Share Match meets or exceeds minimum match requirement identified on Budget Display allocations

**Section D:**

- Select a payment method (Reimbursement or Advance)
- Enter Federally Approved Indirect Cost Rate, if applicable